



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, April 4, 2011

Opening:

The regular meeting of the Human Resources Board was called to order at 4:06 p.m. on Monday, April 04, 2011 in the City Hall 5th floor large conference room by Chair Art Butler.

Present:

Excused Absence:

Unexcused Absence:

Art Butler
Bob Gordon (Arrived 4:14)
Cynthia Baca
Erin House
Jackalyn Rawlings
Norman Powell
Robin Treen (Arrived 4:10)
Woodie Rucker-Hughes (Arrived 4:11)
Colene Torres
Jeremy Hammond
Rhonda Strout

Guests:

Gregory Priamos – City Attorney
Dave Wright – Utilities General Manager
Amy Haug – Sr. Human Resources Analyst
Alison Sandoval – Human Resources Specialist

Public Comment Period: No comments made.

A. Approval of March 07, 2011 Minutes

Approved: Woodie Rucker-Hughes
Second: Jackalyn Rawlings
Ayes: All

B. Agenda Items

At the direction of Chair Art Butler, agenda items #5, 6 and 7 were taken out of turn.

1. Discussion of Grievance Hearing Process – Gregory Priamos, City Attorney

- City Attorney Gregory Priamos had a conversation with the Board regarding the Brown Act and its relation to the recent grievance hearing.
- Chair Art Butler publicly thanked City Attorney Gregory Priamos for attending the Board Meeting.
- The Human Resources Board made an inquiry with regard to the deliberation process for grievance hearings. City Attorney Gregory Priamos informed the Board that according to his interpretation of the Brown Act, deliberations must be done in a public setting.

- Chair Butler offered to provide the City Attorney with the contact information for the attorney with CSUSB to discuss how they handle this matter while being compliant with the Brown Act.

2. Human Resources Director Updates – Rhonda Strout, Director

- Human Resources Director Rhonda Strout informed the Board that statistics show that there has been a sixty four percent increase in the number of employment applications received between 2009 and 2010.
- The Human Resources Board was informed that there currently are twenty (20) discipline cases in progress.
- Human Resources Director Rhonda Strout informed the Board that the recruitment for Library Director is being handled by an outside recruitment firm, Teri Black & Company.
- The Human Resources Board was invited to the Wellness Fair scheduled for June 2nd at City Hall in the Breezeway at 9:00 a.m. Human Resources Director Rhonda Strout informed the Board that the City has had tremendous participation in the Wellness Program and asked the Board for contacts/resources to supplement the program.

3. Departmental Presentation – Dave Wright, Utilities General Manager

- A verbal overview of the Public Utilities Department was provided to the Human Resources Board by Utilities General Manager Dave Wright.
- Mr. Wright informed the Board about internal awards that are provided to Public Utilities employees to enhance employee morale.
- Board Member Woodie Rucker-Hughes applauded Dave Wright for the innovative things he has done for his department and employees.
- The Human Resources Board was informed about the T3 Program (Trades Technical Training Program) that the Public Utilities Department offers to local high school students.
- Board Member Cynthia Baca asked about the selection process for the T3 Program. Mr. Wright explained that a panel consisting of a representative from the Human Resources Department and Public Utilities Department go to Norte Vista and Ramona High to interview possible candidates for Intern positions.

4. Set Date for Public Hearing to Review Human Resources Personnel Policies and Procedures– Rhonda Strout, Human Resources Director

- The date for the Public Hearing was scheduled for 3:00 p.m. on May 02, 2011, in the City Hall 5th Floor Large Conference Room.
- Board Member Bob Gordon motioned to schedule the Public Hearing for May 02, 2011, with a second by Board member Robin Treen. The motion passed unanimously.

Next Meeting: May 2, 2011, City Hall 5th Floor Large Conference Room.

Adjournment: Meeting was adjourned at 5:17 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____